

**U .S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF ENFORCEMENT OPERATIONS
PRINCIPAL ASSOCIATE DIRECTOR FOR POLICY (GS-15)**

The Criminal Division of the U.S. Department of Justice is seeking a Principal Associate Director for Policy for the Office of Enforcement Operations (OEO) in Washington, D.C. OEO has the responsibility for the handling of over forty functions that relate to the review/approval of some of the most sensitive law enforcement techniques and programs available to the Federal Government. These techniques/programs include a prosecutor's ability to seek court approval of a wiretap, enter a witness into the Federal Witness Security Program, and immunize a witness for appearance before a grand jury and/or at trial. Efforts to subpoena the press or attorneys, or search law offices, also require OEO review, as do requests to place a defendant or inmate under Special Administrative Measures (SAMs) or to transfer prisoners pursuant to the International Prisoner Transfer Program. If a particularly sensitive investigative or prosecutive technique/program is implicated, it is likely that OEO reviews it and/or has an expert in the area who can assist federal prosecutors and law enforcement officers/agents in its use.

The Principal Associate Director for Policy works closely with the Director on all issues and programs of OEO. The specific responsibilities of this position include, but are not limited to:

- Representing OEO and/or the Criminal Division at high-level meetings on matters concerning electronic surveillance and other electronic surveillance-related matters assigned to OEO; and providing legal and policy advice to the U.S. Attorneys' Offices, federal investigative agencies, and state, local, and foreign prosecutors and investigative agencies regarding policy areas.
- Preparing comments and reviewing legislative and policy proposals affecting OEO's program areas; ensuring that proper policies are in place in these program areas; and proposing legislative and/or policy changes when necessary.
- Coordinating with the Bureau of Prisons (BOP) on matters involving electronic surveillance in prisons; supervising the program for imposing special confinement conditions (SAMs) on BOP inmates whose communications may present a substantial risk of death or serious bodily injury to others; and providing legal and policy advice to the U.S. Attorneys' Offices regarding this policy area.
- Coordinating the review of incoming telecom transactions; addressing issues involving OEO's role in the effectuation of the Communications Assistance to Law Enforcement Act (CALEA); and providing advice on CALEA and other telecommunications-related matters.
- Reviewing requests from the U.S. Attorneys' Offices regarding witness immunities, *Petite* policy waivers (dual and successive prosecution requests), global plea agreements, the subpoenaing of attorneys, and seeking search warrants for attorneys' offices; and providing accurate legal and policy advice to the U.S. Attorneys' Offices regarding these policy areas.

For this position, applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least five (5) years of post-J.D. legal experience in the field of criminal law to be qualified at the GS-15 level. Applicants must possess knowledge of administrative and criminal law principles; the ability to analyze and evaluate written materials; the ability to supervise the operations of an office of approximately 100 employees; and the ability to develop and maintain harmonious and effective working relationships with high-level officials in a variety of government and non-government components/organizations. Preference for this position will be given to applicants with superior research and writing skills and interpersonal skills. It is imperative that applicants have experience reviewing the work product of junior- and senior-level attorneys. Experience or a background in criminal law is mandatory.

To apply, applicants must submit a resume or current OF-612 (Optional Application for Federal Employment) with a writing sample and a current performance appraisal (if applicable). A current SF-171 (Application for Federal Employment) will be accepted as well. Applications should be sent to:

U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Criminal Division/OEO/JCK Building/Room 1210
Washington, D.C. 20530-0001
Attn: Ginger Trapanotto

If mailing your application via FedEx, please use the following address:

Ginger Trapanotto

Criminal Division, Office of Enforcement Operations
1301 New York Avenue, NW, Room 1210
Washington, D.C. 20005

No telephone calls please. This vacancy announcement will be open until filled. The cut-off for this announcement will be the 30th of each month. Current salary and years of experience will determine the appropriate salary level at the GS-15 (\$103,947 to \$135,136) range.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace and persons selected will therefore be required to pass a drug test designed to screen for illegal drug use to be given prior to final selection/approval. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

This and selected other legal position announcements can be found on the Internet at:
<http://www.usdoj.gov/careers/oapm>.